

David Haas

Fri, 30 Oct 97

98

1. Ask spring electees if they would wait until fall '98 to be initiated.

2. Make sure everyone has a tent

1. At least a couple of vans from Manhattan airport from 10 a.m. to 1 p.m. Wed.

2. Any changes from Nat. Conv. schedule needs to be approved by E.C.

3. If Dist. Conf. is in April, Roger & Jim are happier about attending them.

4. Call Roger until you get an answer.

5. Everyone reported to David Haas.

6. Rooms totally taken care by Nat. Hdqtrs.

7. Physical Facilities

a. Model Initiation

b. Flag poles

c. Audio Visuals - Get bids &

d. Set up separate account for costs

e. Buses are paid by us.

Meals & Rooms

Only costs paid by Nat.

8. Meals Nat. Corp. sponsor  
a. \$1600 donation for snacks/refreshments  
b.

9. Transportation/Hospitality  
a. Travel plans sent in 2 weeks before Nat. Conv.  
b. Signs in airport  
c. Map for Nationals to send out 1 Jul and 1 Aug (final city)  
d. Staff all 30 KCI terminals with guides  
e. Use cell phones/amateur ~~the~~ radios  
f. Wed  
Thurs 6:00 a.m. - 3:00 p.m.

10. Registration student  
a. Need plenty of help all during Nat. Conv.  
b. email room help needed  
c. Table set-up determined by Nat. Hdqtrs.  
d. Wed  
Thurs

11. Signs in airport  
a. Telephone numbers to call for whatever  
b.

12. Need 2 printers  
One copying machine



13. Duplication/Registration/Computers

- a. Five times - 400 copies
- b. Copier "runner"

14. Treasurer

- a. Receipts
- b. Have to estimate amount and have Nat. Hdqtrs. send check

15. Initiation

- a. 6 or 7 KS-G students to help

16. Speakers

- a. Dean (Thurs night)
  - b. (Sat night)
  - c. MC - Faculty Advisor (Fri night)
  - d. MC - Sat night (Bob Nagel)
  - e. MC - Thurs night (Student Arrangements Chair)
  - f. Head table seating
  - g. Table signs
  - h. Meal ticket takers
- } 4-6 students an hour before meal

17. Souvenirs - Done

18. Banner

- a. One behind head table

## 19. Group Photograph

Use Memorial Stadium

a. 400 Copies

b. 11:30 a.m. Fri

c. Deliver by 5:30 p.m. Sat

d. Find lowest bidder

e. One inside location & one outside location

f. Raw photos - 8" x 10"

g. KS-G pays for manila envelopes

## 20. Publicity

a. Contact papers, radio stations, TV stations

b. Write up <sup>for Bant</sup> special by May send to Nat. Adm.

c. Write up another for program by June

d. Pictures of Comm. Chairs, Area Places, Campus places - Black & White and color by Apr. site visit.

## 21. Corporate Donations

a. Send out ~~list~~ by KS-G about same time we send list to Nat. Adm.

b. \$300 - Spring Banquets

c. \$700 <sup>booth</sup> - Awards Banquet Sat

d. Welcoming Reception - Corporate Guests

e. Unmanned Corporate booth

f. Thurs. - Union Bld., 12:30 p.m. (Budget for food)



22. Speakers

- a. Write ltrs dtd Nat. Conv. dates
- b. sent to Nat. Hdqtrs by 1 Jun

23. Guest Program/Campus-Area Tours

Tours sent to Nat. Hdqtrs by 1 Jun for 1 Jul

- a. Expenses paid by Nat. Hdqtrs.
- b. Thurs, Fri, & Sat activities to be back by 5:30 p.m.

c. Holiday shuttle bus available

d. Thurs. Morning to 2:30 p.m. (One van) (Pld. by Nat. Hdqtrs)

e. Sat. (2:30 to 6:00) Set up student activities (KS & pay)

24. Reserve Deans Van for Wed thru Sun of Nat. Conv.

25. Haas @ 53 @ tc.unm.edu

David Haas thctapi@tc.unm.edu

26. Don't email to Nat. Hdqtrs. Telephone them.

27. Reserve Town Hall K-State Union, for Initiation - Now